



State of California

Employment Training Panel

Arnold Schwarzenegger, Governor

August 20, 2009

Robert Hudachek, Director of Training
Southern California Operating and Maintenance Engineers
2501 West Third Street
Los Angeles, CA 90057

Dear Mr. Hudacheck:

RE: FINAL MONITORING VISIT REPORT for Southern California Operating and Maintenance Engineers – ET07-0366

Date of the Visit:	7/30/09
Beginning/Ending Time:	11:00 a.m. – 2:00 p.m.
Date of Last Visit:	2/26/09
Visit Location:	Los Angeles
Persons in attendance:	Robert Hudachek, Dir. Of Training Sandra Flores, Adm. Assistant Gilberto Pelaez, ETP Analyst
Action Required:	No

CONTRACT INFORMATION:

Term of Agreement:	6/05/07 – 6/04/09	Agreement Amount:	\$170,825
Training Start Date:	6/02/08	No. to Retain:	160
Date Training must be Completed:	3/06/09	Range of Hours:	24 - 120
Type of Trainee:	Retrainee	Weighted Ave. Hours:	60 - 70

SACRAMENTO CENTRAL OFFICE
1100 J Street, 4th Floor
SACRAMENTO, CA 95814
(916) 327-5640

N. HOLLYWOOD REGIONAL OFFICE
4640 Lankershim Blvd., Suite 311
NORTH HOLLYWOOD, CA 91602
(818) 755-1313

S.F. BAY AREA REGIONAL OFFICE
1065 East Hillsdale Blvd, Suite 415
FOSTER CITY, CA 94404
(650) 655-6930

SAN DIEGO REGIONAL OFFICE
5353 Mission Center Road, Suite 110
SAN DIEGO, CA 92108
(619) 686-1920

FINAL REPORT SUMMARY:

• ***HISTORY OF AGREEMENT CHANGES***

The Agreement was executed on 7/12/07 and training began on 6/02/08. Your staff reported that all training was completed on 3/05/09, which allows for the 90-day retention period to be completed within the term ending date of the Agreement on 6/04/09. Your staff also indicated that training did not start on 7/1/07 as planned due to changes in the organization, including the loss of the Training Director and Training Coordinator who negotiated the Agreement with ETP. The organization was without a Training Director until March 2008.

• ***FINAL PROJECT STATISTICS***

Your project staff reported the following: All invoicing was completed on 8/04/09; 198 trainees started training; 77 were enrolled; 31 were dropped; 89 did not complete the minimum number of training hours; 32 completed the required minimum (24) hours of training but were not eligible for reimbursement because they were unemployed, worked for a government agency or the Contractor could not get the employer CEAN.

The final number of trainees who completed training and their 90-day retention period was 46 (29%) of the planned 160 trainees to be employed/retained. If the 46 trainees who completed training/retention meet all ETP requirements, Southern California Operating & Maintenance Engineers will earn approximately \$27,130 (16%) of the \$170,825 approved for this contract. To date, Southern California Operating & Maintenance Engineers has received progress payments totaling \$2,807.50.

Note: All progress payments are earned only after the training and employment retention are completed and the Contractor completes all other requirements in the Agreement.

PROJECT STATUS PROVIDED BY THE CONTRACTOR:

Job Number	Number to Retain	Number Enrolled in Training	Number of Trainees Dropped (following enrollment)	Number of Trainees Completed Minimum Hours	Number of Trainees Completed all Training	Number of Trainees Completed Retention
1	105	72	30	42	42	42
2	55	5	1	4	4	4
Totals:	160	77	31	46	46	46

The data submitted by your staff, as shown above, is in agreement with the data on the Contract Status Report.

ATTENDANCE ROSTERS:

To verify the provision of training, the Analyst reviewed the attendance rosters for 13 Job 1 trainees who completed training and their 90-day retention period. The roster reviewed met ETP requirements.

AUDIT:

Southern California Operating and Maintenance Engineers will be notified in writing if this agreement is selected for an audit, conducted either at your site (field audit) or by telephone (desk audit or "review"). The Audit Notification and Audit Confirmation letters will be sent in advance to allow ample preparation time and will include a list of documents that will be examined by the auditor. To provide support of training, original training attendance documentation is required; photocopied records are not acceptable. Listed below are types of records typically requested during an ETP field audit:

- Training attendance records such as rosters, sign-in sheets, etc.
- Payroll records of individual trainees to verify wage and hours worked
- Personnel records regarding occupation and dates of employment
- Documentation of employer paid health benefits (if applicable)
- Cash receipts to verify receipt and accounting of ETP funds

RECORD RETENTION:

Records must be retained within your control and be available for review at your place of business within the State of California. This responsibility will terminate no sooner than four (4) years from the date of the termination of the Agreement or three (3) years from the date of the last payment by ETP to the Contractor, or the date of resolution of appeals, audits, claims, exceptions, or litigation, whichever is later.

Sincerely,

Signature on file

Wally Aguilar, Manager
North Hollywood Regional Office

Signature on file

Gilberto Pelaez, Contract Analyst
North Hollywood Regional Office

cc: Derrick Okubo, Strategy (by e-mail)
David Guzman, Chief, Program Operations Division
Kulbir Mayall, Manager, Fiscal and Certification
Master File
Project File

Date report mailed to Contractor 8/25/09